



Superior Court of the State of California  
**County of Kings**  
1426 South Drive, Hanford, CA 93230  
(559) 582-1010

There will be absolutely no refunds or exchanges on the purchase of court forms or packets

**Custody and Support**  
Packet Purchase Price: \$20.00

This action will not terminate a marriage or establish a parental relationship. You can file a *Petition for Custody and Support of Minor Children* (form FL-260) if:

1. the petitioner is married to the respondent, and no action is pending in any court for dissolution, legal separation, or nullity.
2. the petitioner and respondent have signed a Voluntary Declaration of Paternity, and no action regarding the children has been filed in any other court.
3. the petitioner and respondent are not married and have legally adopted a child together.
4. the petitioner and respondent have been determined to be the parents in a juvenile or government child support case

This type of case lets the court make child support orders and other orders. You cannot ask for spousal or partner support.

**Filing fees :**

<u>Petition</u> or <u>first paper</u> filed by the <i>respondent</i> .....	\$ 320.00
<u>Order to Show Cause</u> .....	\$ 40.00
<u>Order to Show Cause</u> to modify or enforce custody and/or visitation .....	\$ 65.00
<u>Response</u> to the Petition or <u>first paper</u> filed by the <i>respondent</i> .....	\$ 320.00

You may not need all the forms provided in this packet or you may need more. If you're not sure which forms to use please speak to the family law facilitator or an attorney.

Form number	Name of form:	Instructions provided on form?	Last revised on:	# of pages
<b>Forms used to open a case:</b>				
FL 210	<a href="#">Summons</a>	on page 2	01-01-03	2
FL 260	<a href="#">Petition for Custody and Support</a> of Minor Children	no	01-01-04	2
If applicable, the following forms can be attached to FL260				
FL 311	<a href="#">Child Custody and Visitation Application Attachment</a>	no	07-01-05	2
FL 312	<a href="#">Request for Child Abduction Prevention Orders</a>	no	07-01-03	2
FL 341(C)	<a href="#">Children's Holiday Schedule Attachment</a>	no	01-01-05	1
FL 341(D)	<a href="#">Additional Provisions—Physical Custody Attachment</a>	no	01-01-05	2
FL 341(E)	<a href="#">Joint Legal Custody Attachment</a>	no	01-01-05	1
FL 105	<a href="#">Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)</a>	yes	07-01-06	2
FL 150	<a href="#">Income and Expense</a> Declaration ( <i>if applicable, copy and attach your paystubs on an 8 1/2" x 11" sheet and staple behind page 4</i> )	no	01-01-05	4
Forms continued on page 2				

**Forms served blank to the other party, in addition to any documents filed with the court:**

FL 270	<a href="#">Response to Petition for Custody and Support of Minor Children</a>	no	01-01-04	2
note only one of each of the following forms is included in this packet, you must make an extra copy prior to completing or purchase additional forms at the Clerk's Office:				
FL 150	<a href="#">Income and Expense Declaration</a>	no	01-01-05	4
FL 105	<a href="#">Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)</a>	yes	01-01-03	2

**Form used after service is performed:**

FL 115	<a href="#">Proof of Service of Summons</a> (Family Law)	no	01-01-05	2
FL 117	<a href="#">Notice and Acknowledgment of Receipt</a> (optional use)	no	01-01-05	1

**Forms used to obtain a hearing date and provide proof of service:**

FL 300	<a href="#">Order to Show Cause</a>	no	07-01-05	1
FL 305	<a href="#">Temporary Orders</a> (if applicable, attachment to FL300)	no	07-01-03	1
FL 310	<a href="#">Application for Order &amp; Supporting Declaration</a> (attached to FL300)	no	07-01-06	2
FL 311	<a href="#">Child Custody &amp; Visitation Application Attachment</a> (attached to FL300)	no	07-01-05	2
FL 320	<a href="#">Responsive Declaration to Order to Show Cause</a> (served blank)	no	01-01-03	2
FL 330	<a href="#">Proof of Personal Service</a>	no	01-01-03	2

**Forms for Default and Judgment:**

FL 165	<a href="#">Request to Enter Default</a> (Family Law-Uniform Parentage)	yes	01-01-05	2
FL 230	<a href="#">Declaration for Default or Uncontested Judgment</a>	no	01-01-03	1
FL 250	<a href="#">Judgment</a> (Custody & Support)	no	01-01-04	2
FL 190	<a href="#">Notice of Entry of Judgment</a> (Family Law)	yes	01-01-05	1

**Miscellaneous forms:**

FL 130	<a href="#">Appearance, Stipulations, and Waivers</a>	no	01-01-06	1
FL 191	<a href="#">Child Support Case Registry Form</a>	no	07-01-05	4
FL 192	<a href="#">Notice of Rights and Responsibilities</a>	no	01-01-06	2
FL 195	<a href="#">Order/Notice to Withhold Income for Child Support</a>	yes	no date	2

***Please be aware of the following information:***

- ☒ The Court will require the same adherence to all of the laws of the State and California Rules of Court, as if you were represented by an attorney.
- ☒ Clerk personnel are not permitted to, nor will they give legal advice or help in completing any form. *Please do not ask our clerks to give you legal assistance or advice.* The Clerk of the Court and his deputies are prohibited by law from rendering legal assistance or advice in court proceedings (Sec. 24004 & 68082 Gov. code). Persons appearing in their own behalf are responsible for preparing and presenting their pleadings in complete and proper form without legal assistance from deputies of the Superior Court Clerk's office.

***Assistance may be obtained from:***

- ☒ Questions pertaining to legal matters or the proper completion of the appropriate forms should be answered by an attorney. See the Family Law Facilitator schedule enclosed in this packet.
- ☒ **Kings County Superior Court web site** is located online at [www.kings.courts.ca.gov](http://www.kings.courts.ca.gov)
- ☒ **Self-Help Center** located online at [www.courtinfo.ca.gov](http://www.courtinfo.ca.gov). Judicial Council forms of California can be accessed, filled in, and printed at this website.
- ☒ A **typing** or **paralegal service**. A list of these services can be obtained from this office.
- ☒ California Law Codes such as family codes, civil codes, government codes, etc. [www.leginfo.ca.gov](http://www.leginfo.ca.gov).

## Preparing documents for filing:

- All pleadings and papers must be typed or legibly handwritten in blue or black ink.
- The law requires **your** name (petitioner), address, and telephone number be typed or legibly handwritten in blue or black ink in the upper left hand corner of all documents presented for filing.
- Each **original** form submitted for filing must be two-hole punched at the top.
- Personnel in the Clerk's office have been instructed not to file any papers which are not properly completed or assembled.

### Do I complete all the forms?

No, not all forms included in this packet are filed with the ***Petition*** (form FL260). There are forms in this packet that will be utilized at a later time, depending on your circumstance.

### From each original form, how many copies do I make?

1. one copy for yourself
2. at least one copy for the other party

### How do I make copies?

- Each two sided copy must be tumbled (180°) (as presented in the packet)

### How are forms assembled?

- Each set of forms must be *stapled*. Staple together each form with multiple pages.
- Example: the ***Income and Expense Declaration*** (form FL150) has four pages and you may need to attach your paystubs to the back, all four pages and attachments are to be stapled together as one set).

### What do I do with my forms?

- Submit your completed and assembled forms to the clerk's office to open your case. Clerk personnel are **not permitted** to assemble your paperwork for you.
- Your copies will be stamped with a case number, conformed and returned to you. The originals will be placed into your court file.
- See the section in on page 2 of this coversheet regarding who you can obtain assistance from.

### Preparing and submitting a Judgment (form #FL250):

A **Judgment** is submitted for Judge's review and signature. Submit to the clerk's office the original and three (3) copies:

1. the original for the court file
2. one copy for the court to keep for the state
3. one copy for yourself
4. one copy for the other party or attorney for the other party in this case

### Notice of Entry of Judgment (form #FL190):

See detailed instructions on this form on the instruction sheet included in this packet. You are to complete the addresses, on the lower portion of this form as indicated.

Submit to the clerk's office the original and two (2) copies:

1. the original for the court file
2. one copy for yourself
3. one copy for the other party or attorney for the other party in this case
4. one **self addressed/stamped** envelope for yourself . The envelope must be large enough to accommodate the Judgment. Preferably an 8 ½" x 11" envelope. There must be enough postage on the envelope to mail the judgment.
5. one **self addressed/stamped** envelope for the other party or attorney for the other party . The envelope must be large enough to accommodate the Judgment. Preferably an 8 ½" x 11" envelope. There must be enough postage on the envelope to mail the judgment.

### IMPORTANT NOTES:

Failure to complete the **Judgment** and/or the two self addressed stamped envelopes may cause the **Judgment** to be rejected and placed in the pick-up drawer unsigned and/or unprocessed. This means your dissolution/legal separation/nullity will not be final.

In a case where child support or family support is ordered, the parent who submits a judgment or order must complete the attached form, **Child Support Case Registry Form** (FL191) and submit it to the court. If any modifications or changes arise, you are required to submit a new **Child Support Case Registry Form** (form FL191) to the court.